



***FiftyForward***  
**Adult Day Services Director**  
**Supportive Care Services**

**DEADLINE TO APPLY:** FRIDAY, March 2, 2018

**SALARY INFORMATION:** \$37,000-42,000 (DOE) + benefits; Exempt.

**WORK HOURS:** Full-time position, 40 hours per week with the availability to work early mornings, late evenings, and weekends. Schedule will be based on customer arrival times and the working hours of other Adult Day Services Staff.

**BASIC FUNCTION:** The Director of Adult Day Services (ADS) promotes, plans, implements and evaluates the program according to the mission and goals of FiftyForward and in compliance with funding and licensing requirements.

**CORE JOB SPECIFIC COMPETENCIES**

**Customer Focus:** You must be dedicated to meeting the expectations and requirements of internal and external customers always acting with them in mind and establish and maintain effective customer relationships by gaining their trust and respect.

**Drive for Results:** You will be counted on to exceed goals, be bottom line oriented and push yourself for results.

**Action Oriented:** You must be willing to work hard, accept challenges, take action with little planning or preparation time and recognize opportunities.

**Problem Solving:** You must use logic and techniques to solve difficult problems with effective solutions, ask for guidance and ideas from others who can assist you, see hidden problems, honestly analyze problems and look beyond the obvious, while not stopping at first answers.

**Decision Quality:** You will be asked to use a mixture of analysis, wisdom, experience and judgment in making good decisions.

**Managing and Measuring Work:** You will be asked to clearly assign responsibility for tasks and decisions, set clear objectives and measures, monitor process/progress/results and regularly give feedback.

**Approachability:** You must be easy to talk to, be a good listener and gather necessary and complete information in order to do your work.

**Conflict Management:** You must be able to step up to conflicts and see them as opportunities. You will need to read situations quickly by practicing focused listening. You will be asked to manage disputes equitably by finding common ground and gaining cooperation.

**Creativity:** You will be called on to use new and unique approaches, as well as make connections between ideas and brainstorm.

**Written Communications:** You must be able to write clearly, succinctly and effectively to convey appropriate and impactful messages.

**Presentation Skills:** You will be required to deliver effective presentations to many audiences to include: one-on-one, small and large groups, direct reports, peers and bosses. You can manage the group process during a presentation and change tactics as needed.

**Core Responsibilities:**

1. Markets program to individuals, families, health care professionals and others.
2. Promotes the program through outreach activities including written correspondence, promotional materials, public speaking and solicitation calls.
3. Recruits, trains, supervises and evaluates staff and volunteers.
4. Conducts a comprehensive assessment and develops an individual treatment plan for each Adult Day Services applicant and determines eligibility of participant, as required by funding sources.
5. Oversees the implementation of individual treatment plans through planned activities coordinated by the activity coordinator, activity assistants and volunteers.
6. Provides information, referral and consultation for participants including individual and family interventions and connection to FiftyForward and community based services.
7. Facilitates communication with Food Services Team for program's nutritional needs.
8. Maintains current documentation on all program customers.
9. Performs administrative program functions including preparation, monitoring and collection of fees.
10. Prepares accurate monthly, quarterly and annual reports on units of service, number of persons served and progress toward achieving outcomes and submits in a timely manner. Assures that all records are in compliance with agency, licensing and funding source requirements.
11. Adheres to all ADS licensing requirements.
12. Adheres to annual budget and monitors and oversees program revenues and expenses.
13. Writes grants for program funding.
14. Transports participants to the program in the absence of other staff. Drives ADS vehicles including a 15 passenger bus and 11 passenger van. Assists program participants on and off vehicle.
15. Serves on various community committees and organizations that promote the welfare of older adults and their caregivers.
16. Adheres to the NASW Code of Ethics
17. Performs other related duties as assigned.

**CORE WORK REQUIREMENTS**

**Education:** B.S. or B.A. in Social Work or related field from an accredited college or university. M.S. in Social Work or related social services field preferred.

**Experience:** 1 to 3 years supervisory and professional experience working with older adults. Knowledge of community social services agencies. 1 to 3 years of experience in use of Microsoft 365 (Word, Excel, Power Point).

**Special Skills:** Must have reliable transportation, maintain a good driving record and maintain vehicle liability insurance. Perform arithmetic calculations. *Licenses and Certifications:* TN Driver's License with F endorsement, CPR/AED/First Aid certification

**Physical Aspects:** Able to work in smoke free environment. Travel within Middle Tennessee. Must make visits to private homes and institutions where smells from smoking, pets and inability to maintain a home can be encountered. Able to bend, stoop, push, pull, stand for long periods, lift and carry up to 25 pounds, able to ascend/descend stairs.

**Equipment Requirements:** Ability to operate telephone, computer, calculator, facsimile and copier equipment. Drive van or bus and utilize lift equipment.

**Working Hours:** Monday through Friday eight hours per day with the availability to work early mornings, late evenings, and weekends. Schedule will be based on customer arrival times and the working hours of other Adult Day Services Staff.

#### **HOW TO APPLY**

To be considered, please send a current resume and cover letter indicating the position for which you are applying to:

[careers@fiftyforward.org](mailto:careers@fiftyforward.org)

#### **FiftyForward is a Smoke Free Workplace**

*FiftyForward is an equal opportunity employer. Applicants are considered for all positions without regard to political affiliation, religion, gender, age, race, color, national origin, sexual orientation, disability, marital or veteran status, the presence of a non-job-related medical condition or handicap, or other status protected under local, state or federal laws.*